



## Vacancy

### JOB TITLE

Energy Business Executive

### DEPARTMENT

Sales

### LOCATION

Office based, Camberley, Surrey. Hours 9am to 5.30pm, Monday to Friday.

### MAIN PURPOSE OF JOB

Build and maintain sales pipeline in line with a sales target and specific KPIs.

Work closely with the rest of the sales team particularly producing energy lead generation with existing customers and from email marketing campaigns initiated through our marketing campaigns.

To achieve minimum of ten contracts a month, commission uncapped.

Renew existing Energy contracts already in place.

Manage the execution of energy deals and ensure that all paperwork/administration adheres to the industry requirements. In particular:

- Manage the energy customers on the online energy portal site, monitor deadlines
- Manage the implementation of Marketing Campaigns
- Liaise with customers to obtain copies of a Letter of Authority and current Electricity and Gas bills
- On receipt of LOA and bills, via the energy portal find the EAC (Estimated Annual Consumption)
- Maintain regular contact with the Accounts department
- Complete a matrix on the energy portal to identify the best supplier to use
- Raise orders for customers' signature for their authorisation to terminate their contract with their current supplier
- Raise weekly reports to show accounts outstanding and accounts closed



**RESPONSIBLE TO:**

Telesales Manager

**RESPONSIBLE FOR:**

Manpower  
None

**FINANCE/BUDGETS**

Adhere to and report performance against an energy sales budget

**FUNCTIONAL RELATIONSHIP**

Sales Director, Managing Director Sales, Technical Support, Operations and Accounts

**CONTACTS WITH:**

All Departments

**MAIN RESPONSIBILITIES**

- Sales pipeline to be kept up to date and is robust enough to reach target and specific KPI's
- To ensure all marketing e shot campaigns are followed-up in a timely manner and regular ROI reports produced to show Management the e shots effectiveness  
Where possible, obtain case studies to support the marketing campaigns
- Work closely with the rest of the sales team particularly producing energy lead generation with existing telecoms customers
- Liaise directly with our energy customers managing their expectations, deal with any customer queries in a timely manner and ensure all deadline dates are met
- Maintain an easily accessible reporting matrix showing the current status of each customer's account, detailing date we received the LOA and Bills, date the order was raised and sent to the customer, what supplier has been recommended and the date previous supplier will terminate
- Work closely with the Account Managers lending support where necessary and chasing any outstanding proposals
- Deal with any customer service issues ensuring that the issues are resolved to the customers' satisfaction
- Chase all outstanding orders, monitor deadlines and make use of diary management
- Ensure the termination date is adhered to at all times and that the replacement energy supplies are in place
- Liaise with energy companies where required
- Maintain a customer focused approach at all times
- Any other task deemed necessary by the Management team



## **CANDIDATES KEY ATTRIBUTES**

Candidates must be self-motivated and possess a willingness and ability to work proactively on their own. They will need to demonstrate prior experience in a sales environment. Good IT skills, and an organised approach to work will be highly advantageous. Salesforce experience is preferred but not required as training will be provided.

## **APPLY TO:**

Sue Maguire  
Sales Support Manager

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## **CLOSING DATE:**

30<sup>th</sup> November 2017